

## Memorandum

United States Bankruptcy Court  
W. D. Washington

Date: September 19, 2011  
From: Chief Judge Paul B. Snyder  
To: Practitioners and Interested Parties  
Subject: General Order 2011-2 Local Bankruptcy Rule Amendments to Accommodate  
Electronic Order Signing and Text Only Docket Orders; Noticing Changes

In mid-October, the court will be moving to a new electronic order signing process made possible by our recent upgrade to the Electronic Court Filing ("ECF") version 4.1. This new electronic order process will allow the judges to process orders more efficiently. I have signed General Order 2011-2 which amends Local Bankruptcy Rules 9004-1 and 9021-1 to require that all orders submitted to the court provide a blank 4-inch space at the top of the first page. The judge's signature will be placed in this space. Some of you who practice in other jurisdictions may already be familiar with this formatting. Although this new program will not "go live" until October 17, 2011, we are announcing the change now so as to allow you time to change your forms and template orders to conform to the new format requirements. Specific information about the program, how it will function in ECF for external users, and accompanying interactive training lessons will be posted shortly on the court's website.

In upcoming weeks chapter 13 practitioners will notice that the court is expanding its use of text only docket orders, e.g., orders that are placed on the docket without an accompanying document. The court currently uses text only docket orders to approve installment payment applications, approve trustee's final reports, and close cases. We will move to using text only docket orders for certain routine orders submitted by the chapter 13 trustees' offices. For four limited types of orders, a text only docket order will be entered on the docket and electronically noticed to ECF participants. Non-ECF participants will receive a copy of the docketed text. General Order 2011-2 confirms the effectiveness of these text only docket orders.

The Administrative Office of the United States Courts has asked all bankruptcy courts to review their noticing practices with an eye toward cost containment. You may start to notice that some of the paper notices you receive from the court no longer include additional attachments. For example, in the past we have transmitted a proof of claim form with the Notice of Bankruptcy Case Filing. National studies show that the vast majority of claims filed are created electronically by the creditor's software or other electronic form creation tool. Accordingly, we have discontinued the practice of including the proof of claim forms with notices. The proof of claim form is easily downloaded from the court's website.

The changes noted above are designed to continue our commitment to a high level of service to the bar and to the public. We appreciate your attention and assistance.